

ASSOCIATE PLANNER/HOUSING SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINTTION

To perform technical and professional work in an assigned planning area including current planning and specialized Housing Program projects; to provide information and assistance to the business community, officials and the public on planning, housing and development; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter performs the more complex duties assigned to the series or may provide lead direction and training to lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform technical and professional planning work in an assigned area including current planning, family and community services and specialized Belmont Housing Program projects; research, collect and analyze data; prepare staff and special reports; prepare a variety of documents, briefs and correspondence on planning activities.
2. Analyze and evaluate current department policy in assigned planning area; prepare documents pertaining to program, policy or procedure revisions.
3. Participate in the decision making process for planning; coordinate activities with other departments and agencies as needed.
4. Review, analyze and comment on City or other business development proposals and applications in assigned planning area; develop and produce planning publications for internal and community use.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment including City plans, policies and ordinances regulating development; resolve complaints in an efficient and timely manner.
6. Receive, review and process development applications for variances, use permits, general plan amendments, zoning text amendments and re-zonings; prepare reports as required.

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Essential Functions :

7. Coordinate work of contractors and City agencies; prepare work programs and schedules for projects and monitor timely completion.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned planning area.
9. Research planning cases, issues and projects for various agencies and the public; collect, record and summarize information; write specialized reports and correspondence.
10. Compile information , analyze data and make recommendations on special studies or projects in assigned planning area.

Marginal Functions:

1. Conduct field inspections in assigned planning area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of assigned housing programs, planning and development programs including current, transportation and related advanced planning areas.

Principles and practices of urban development and planning.

Methods and techniques of evaluating site planning and design principles used in assigned planning area.

Applicable rules, regulations, codes and ordinances.

Methods and techniques of planning research and analysis.

Technical report writing.

Modern office procedures, methods including computers and supporting word processing and spreadsheet applications.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Interpret and explain programs and projects in assigned planning area.

Analyze and compile technical and statistical planning information.

Read, interpret and understand various technical or design documents in assigned planning area.

Review, analyze and respond to City development planning proposals.

Coordinate activities with contractors, consultants, agencies and departments.

Prepare clear and concise oral and written reports.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

Three years of responsible planning experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.